

Job Seeking Skills Workshops

July 2013

★ **Midvale Employment Center**
7292 South State Street • Midvale

Register for
reserved seating.
Walk-ins
welcome.



- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

RESUMÉ WRITING:

July 1	1:00 PM–3:30 PM
July 2	9:00 AM–11:30 AM
July 8	9:00 AM–11:30 AM
July 16	9:00 AM–11:30 AM
July 18	1:00 PM–3:30 PM
July 22	1:00 PM–3:30 PM
July 23	9:00 AM–11:30 AM
July 30	1:00 PM–3:30 PM

INTERVIEWING SKILLS:

July 1	9:00 AM–11:30 AM
July 8	1:00 PM–3:30 PM
July 16	1:00 PM–3:30 PM
July 22	9:00 AM–11:30 AM
July 23	1:00 PM–3:30 PM
July 30	9:00 AM–11:30 AM

*OPEN RESUMÉ AND INTERVIEW LAB:

July 26	9:00 AM–11:30 AM
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NETWORKING STRATEGIES:

July 2	1:00 PM–3:30 PM
July 15	9:00 AM–11:30 AM

RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

*OPEN RESUMÉ AND INTERVIEW LAB:

Come prepared and dressed for a mock interview and get additional resumé help.

**Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.